

## Notice of Meeting

# Audit & Governance Committee



**Date & time**  
**Thursday, 25**  
**September 2014**  
**at 10.00 am**

**Place**  
Committee Room C,  
County Hall, Kingston  
upon Thames, Surrey  
KT1 2DN

**Contact**  
Cheryl Hardman  
Room 122, County Hall  
Tel 020 8541 9075

**Chief Executive**  
David McNulty

[cherylh@surreycc.gov.uk](mailto:cherylh@surreycc.gov.uk)

**If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email [cherylh@surreycc.gov.uk](mailto:cherylh@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Cheryl Hardman on 020 8541 9075.**

### **Members**

Mr Nick Harrison (Chairman), Mr W D Barker OBE (Vice-Chairman), Mr Denis Fuller, Mr Tim Evans, Mr Will Forster and Mr Tim Hall

### **Ex Officio:**

Mr David Hodge (Leader of the Council), Mr Peter Martin (Deputy Leader), Mr David Munro (Chairman of the County Council) and Mrs Sally Ann B Marks (Vice Chairman of the County Council)

## AGENDA

### 1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

### 2 MINUTES OF THE PREVIOUS MEETING: 31 JULY 2014

(Pages 1  
- 22)

To agree the minutes as a true record of the meeting.

### 3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

#### Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

### 4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

#### Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*19 September 2014*).
2. The deadline for public questions is seven days before the meeting (*18 September 2014*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 5 RECOMMENDATIONS TRACKER

(Pages  
23 - 32)

To review the Committee's recommendations tracker.

### 6 COMPLETED INTERNAL AUDIT REPORTS

(Pages  
33 - 42)

The purpose of this report is to inform Members of the Internal Audit reports that have been completed since the last meeting of this Committee in July 2014.

### 7 LEADERSHIP RISK REGISTER

(Pages  
43 - 54)

The purpose of this report is to present the latest Leadership Risk Register and updates the committee on any changes made since the last meeting.

- 8 ETHICAL STANDARDS ANNUAL REVIEW** (Pages 55 - 66)
- To enable the Committee to monitor the operation of the Members' Code of Conduct over the last 12 months and to consider what advice and guidance about ethical standards it recommends to be offered to Members in the next 12 months.
- 9 ANNUAL COMPLAINTS PERFORMANCE REPORT** (Pages 67 - 100)
- The purpose of this report is to give the Audit & Governance Committee an overview of the council's complaint performance in 2013/14 and how feedback from customers has been used to improve services.
- 10 AUDIT & GOVERNANCE EFFECTIVENESS REVIEW: FINAL REPORT** (Pages 101 - 140)
- On 29 May 2014, the committee agreed that a task group should undertake a self-assessment of the committee's effectiveness in line with CIPFA's revised and updated 2013 edition of *Audit Committees: Practical Guidance for Local Authorities and Police*. This work is now complete and the task group's findings are brought to the committee for consideration.
- 11 DATE OF NEXT MEETING**
- The next meeting of Audit & Governance Committee will be on 1 December 2014.

**David McNulty**  
**Chief Executive**  
 Published: 17 September 2014

#### **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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